

DEPARTMENT OF INDUSTRIAL RELATIONS
**COMMISSION ON HEALTH AND SAFETY AND
WORKERS' COMPENSATION**

1515 Clay Street, Suite 1540
Oakland, CA 94612
Telephone: (510) 622-3959
Fax: (510) 286-0499
Email: CHSWC@dir.ca.gov
Website: www.dir.ca.gov/chswc



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TO: CHSWC Commissioners

Mitch Steiger, Chair
Jen Hamelin
Shelley Kessler
Kristi Montoya
Chris Pedroza
Nicholas Roxborough
Meagan Subers
Sidharth Voorakkara

FROM: Melissa Flores, Executive Officer, CHSWC

SUBJECT: Studies and Reports Advisory Committee for Consideration

The purpose of this memo is to obtain your input on the Commission's interest in creating a subcommittee to oversee, advise and help expedite the production of research studies and reports.

At the May 30th Commission meeting, there was discussion on the expressed interest of the Executive Officer forming a subcommittee of the Commission to obtain Commissioner input for on-going and future studies and reports. The subcommittee suggestion was offered as a vehicle to facilitate obtaining commissioners' in-depth input more regularly on the progress of CHSWC's studies and projects, because meetings of a subcommittee would be singularly focused and could occur more frequently and virtually through remote participation for all subcommittee members as compared to traditional Commission meetings.

I am revisiting this topic and providing more information and tools for your consideration.

If the Commission is interested in establishing this subcommittee, the following factors should be considered:

Charter

A Charter would be helpful to define the subcommittee's purpose, authority, structure and expectations. A draft has been prepared and is attached for the Commission's consideration and input.

Committee members

Members of the subcommittee would need to be selected and should be representative of the make-up of the Commission, meaning that equal numbers of Labor and Management are selected. However, the total number of members cannot meet or exceed the quorum of the Commission.

When selecting members, consideration should be given to the expertise needed on the subcommittee, the members' interest, and the commitment to prepare and attend all subcommittee meetings, which is an increase to already scheduled CHSWC meetings.

Formal Action

The adoption of a subcommittee should be done through formal action, by:

1. Noticing the action to be taken on a published agenda for a future meeting,
2. Motion and 2nd by Commissioners, and
3. Taking a roll call vote of the Commissioners.

The earliest that this could happen would be at the next CHSWC meeting scheduled on September 30th.

Thank you for your consideration. I welcome the Commission's input and questions.

Enclosures:

Draft - Studies and Reports Advisory Committee Charter

Commission on Health and Safety and Workers' Compensation
Studies and Reports Advisory Committee Charter
[month] 2025

MISSION

The Studies and Reports Advisory Committee ("Committee") of the Commission on Health and Safety and Workers' Compensation (the "Commission") will assist the Commission in fulfilling its governance responsibilities in conducting studies and producing reports consistent with the Commission's statute, Labor Code § 77, while ensuring objectivity, a balance of viewpoints, and the highest quality analysis for recommendations to the Governor, the Legislature, and the workers' compensation community.

COMPOSITION

The Committee will be comprised of no fewer than two (2) members of the Commission representing equally one (1) each from Labor and Management, and up to four (4) members of the Commission representing equally two (2) each from Labor and Management. The Committee members will be selected by the Chairperson of the Commission to serve on a rotational basis. A Committee Chair will be designated by the Board Chair.

AUTHORITY

As described in Labor Code § 77, the Commission on Health and Safety and Workers' Compensation (CHSWC) shall conduct a continuing examination of the workers' compensation system, as defined in Section 4 of Article XIV of the California Constitution, and of the state's activities to prevent industrial injuries and occupational diseases. The Commission may conduct or contract for studies it deems necessary to carry out its responsibilities.

The Studies and Reports Advisory Committee is a committee of, and reports to, the Commission. Through this Charter, the Commission delegates certain responsibilities to assist the Commission in fulfilling its responsibilities in carrying out research and making recommendations on matters of health and safety and workers' compensation. The Committee will provide input, support and guidance to the Commission and employees as needed to see that the work of the Commission is carried out in an appropriate and timely manner with the resources available to the Commission.

Management and staff will serve as a resource to the Committee in furthering their understanding of the policies, processes and guidelines established by the State of

California and Department of Industrial Relations. Employees will perform the work as directed, ensuring compliance with State and Department policies. All employees of CHSWC are directed to cooperate as requested by members of the Committee.

MEETINGS

The Committee will meet as often as its members determine is necessary. The Committee will report its proceedings and recommendations to the full Commission at the first regular meeting of the Commission following a committee meeting. All meetings of the Committee shall be open public meetings subject to the same notice and agenda procedures as are regular meetings of the Commission. The Committee may be dissolved at the discretion of the Commission Chair.

MINUTES

Minutes of each meeting will be prepared and sent to all members of the Commission. The Committee minutes need not be verbatim. Minutes of the meetings are public records unless exempted under the California Public Records Act or other applicable law.

DUTIES

The Committee will provide oversight and support the Commission's work to ensure the research is robust, valid, and credible, and reports effectively communicate findings and insights to the intended audience.

The Committee will confer with the Commission, CHSWC management, and health and safety and workers' compensation industry experts and stakeholders to inform the Committee's work and work product. The Committee will report status updates to the Commission. The Committee will also advise on the project completion timelines and budgets.

Consistent with the Commission's mission, the Committee may make recommendations to the Commission regarding the creation of new studies and reports that address industry topics.

Research Studies

The Committee will oversee and advise staff in planning and conducting successful research studies by providing guidance and input, as needed. A quality research study will include, most if not all, of the following key elements:

1. Understand and accurately interpret research requests:
 - o Review the research request, either the statutes as legislatively mandated or those directed by the Commission, seek further understanding and/or clarification from the author/requestor, and provide directions to the employees to ensure the resulting study fully addresses all requested

information and the studies intent.

2. Clear Research Question or Hypothesis:
 - Define a specific, measurable, and researchable question or hypothesis that guides the study.
3. Literature Review:
 - Consider a thorough review of existing literature to understand the current state of knowledge and identify gaps for the research.
4. Research Design and Provider Sources:
 - Choose an appropriate research design (qualitative, quantitative, or mixed methods) that aligns with the research question and objectives.
 - Review the potential provider sources for conducting the research (in-house, state-operated research facilities or private vendors) and provide input to management and employees on the provider source to pursue.
5. Methodology:
 - Clearly outline the methods for data collection, including sampling techniques, instruments, and procedures. Ensure that the methodology is rigorous and appropriate for the study.
6. Ethical Considerations:
 - Address ethical issues, including informed consent, confidentiality, and the welfare of participants.
7. Data/Evidence Collection:
 - Oversee the implementation of the data/evidence collection process, ensuring reliability and validity in the data gathered.
 - Identify data/evidence that is needed but unavailable or deficient.
8. Data/Evidence Analysis:
 - Employ appropriate statistical or qualitative analysis methods to interpret the data.
 - Thoroughly review evidence to ensure that all relevant research subjects' statements are given appropriate weight and help inform the final analysis.
9. References and Citations:
 - Properly cite all sources and references used throughout the research to give credit and allow others to follow your research trail.
10. Discussion and Interpretation:
 - Discuss the implications of the findings, relate them to existing literature, and explore potential limitations or possible biases in the study.
11. Peer Review and Feedback:
 - Seek feedback from peers or mentors to refine the study and ensure it meets academic and professional standards.

12. Results Presentation:

- Ensure the findings are presented clearly and logically, using tables, charts, and narratives as needed with results that are understandable and relevant to the research question.

13. Conclusion and Recommendations:

- Present to the Commission a summary of the key findings and offer recommendations, not limited to, practical applications, further research opportunities, key data/evidence that was unavailable or deficient and recommendations for reforms to capture data or evidence in the future, or policy implications based on the results.

14. Dissemination:

- Plan for the dissemination of research findings through direct formal written response, presentations, publications and website postings, announcements, and/or community outreach to reach the intended audience and stakeholders and implement upon the Commission's approval.

Research Reports

Producing a successful research report requires careful planning and execution. The Committee will oversee and advise staff, as needed, during the planning and report production stages. The final research reports should be comprehensive and well-organized to effectively communicate findings and insights to the intended audience. A quality research report will include, most if not all, the following key elements:

1. Clear Purpose and Scope

- Define the aim of the report and what it intends to achieve.
- Establish the scope to ensure the report remains focused and relevant.

2. Well-Structured Format

- Use a clear structure, example:
 1. Title Page
 2. Table of Contents
 3. Executive Summary or Abstract
 4. Introduction
 5. Methodology (if applicable)
 6. Findings/Results
 7. Discussion/Analysis
 8. Conclusion
 9. Recommendations (if applicable)
 10. References/Bibliography
 11. Appendices (if necessary)

3. Executive Summary

- Provide a brief overview of the report's main points, conclusions, and recommendations.

- Ensure it is concise and allows readers to grasp the essence of the report quickly.
4. Thorough Research and Data/Evidence Collection
- Base the report on well-researched and validated information.
 - Use reliable sources and appropriate data/evidence collection methods.
5. Clarity and Conciseness
- Use clear and straightforward language.
 - Avoid jargon unless necessary, and define any technical terms used.
 - Be concise to maintain reader engagement.
6. Visual Aids
- Incorporate charts, graphs, tables, and images to enhance understanding and retention of information.
 - Ensure visuals are labeled and referenced in the text.
7. Critical Analysis
- Analyze the data/evidence and findings critically, discussing implications, limitations, and alternative interpretations.
 - Objectively support conclusions with evidence.
8. Citations and References
- Properly cite all sources of information to maintain credibility and transparency.
9. Proofreading and Editing
- Provide reports that are error-free by eliminating grammatical, spelling, and formatting errors.
 - Edit for clarity, coherence, and flow.
10. Target Audience Consideration
- Tailor the report to the knowledge level and interests of the intended audience.
 - Consider what information is most relevant and how it should be presented.
11. Feedback and Revision
- Seek feedback from peers or supervisors to improve the quality of the report.
 - Revise the report based on constructive criticism.
12. Appendices (if applicable)
- Include additional material that supports the report but would be too lengthy to include in the main text (e.g., raw data, detailed methods).
13. Clear Conclusions and Recommendations
- Summarize the key findings succinctly.
 - Provide actionable recommendations based on the analysis and findings.

Other Committee Duties

The Committee will conduct the following activities:

1. Make recommendations to the full Commission to enable the Commission to carry out its duties and functions under Labor Code § 77.
2. The Committee may review proposed contracts to engage providers (e.g., vendors, researchers, consultants) needed to carry out their duties under this Charter. The Committee shall make recommendations regarding such contracts to the Commission, and the Commission shall consider such recommendations. In the event that the Commission approves any such contract, the Executive Officer will ensure the contract is executed on behalf of the Commission.
3. It shall be the policy of the Commission and Committee to avoid any conflicts of interest in connection with the exercise of its duties. In carrying out its responsibilities under this Charter, the Committee shall endeavor to create a balanced process that avoids the appearance of conflicts of interest to the extent reasonably possible, while permitting the involvement of staff in a way reasonably necessary to accomplish its purposes and duties under this Charter.
4. Conduct the work of the Committee in compliance with all applicable legislative, regulatory, and contractual requirements, and in alignment with the State of California and Department of Industrial Relations policies, procedures and guidelines.
5. On an annual basis, the Committee will review and assess the adequacy of this Charter and, if appropriate, will recommend Charter amendments to the Commission.